

Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT, formerly WAWF)

***DTRA iRAPT Training
Presented by:***

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Today's Agenda

iRAPT Overview

iRAPT Demo and Hands-on Exercises

Question and Answer





iRAPT Eliminates Paper from the Acquisition Process...

- iRAPT stands for **I**nvoicing, **R**eceipt, **A**cceptance and **P**roperty **T**ransfer
- The Department of Defense initiated iRAPT to eliminate paper transactions from the acquisition process
- An interactive web-based application that allows Contractors/Vendors to submit invoices and receiving reports and the Government to accept electronically





...and Enables Users to Access Documents and Processes Electronically

- Users can be:
 - Contractors/Vendors
 - Government Officials
- Documents can be:
 - Contracts
 - Invoices
 - Receiving Reports
 - Vouchers
- Documents are used to generate payments for goods and services





Why WAWF for Electronic Invoicing?

- Invoices must be submitted electronically
- It's the Law
 - Mandated by Public Law: Section 1008 of National Defense Authorization Act of FY 2001
- It's being enforced!
 - DFAS mandates requirement for electronic invoicing, effective for contracts issued after Feb 28, 2003
- DFARS Clause 252.232-7003 (DFARS 232.7004)
 - Requires WAWF for electronic invoicing

<http://www.acq.osd.mil/dpap/dars/dfars/index.htm>





iRAPT Replaces Paper Documents with Electronic Documents

- In a traditional Receipts and Acceptance process, all the documents are paper-based
- New electronic documents can be accessed by each party at any time through the World Wide Web





iRAPT Has Significant Benefits for Vendors and the Government...

Vendor

- Cost/time savings
- On-time payment and faster processing time
- View documents and status at any time
- Correct and resubmit documents online
- Immediate feedback when Government rejects a document
- Audit trail displays comments for every rejection



Government

- Electronically record inspection and acceptance
- View documents and status at any time
- Real-time processing
- Reduced interest penalties on late payments
- Fewer lost and misplaced documents
- Less re-keying and higher data accuracy
- Maximize vendor-offered discounts
- Secure transactions with audit trail



Each Party Has One or More User Roles Within iRAPT

- Contractor/Vendor
 - Vendors, suppliers, contractors
- Inspector and Acceptor
 - COR/PM
- Cost Voucher Reviewer/Approver
 - Defense Contract Audit Agency (DCAA)
- Grant Approver
 - Office of Naval Research (ONR)
- Payment Official
 - Defense Finance and Accounting Service (DFAS)
- View Only
 - Supervisors, administrators, support staff



A Contractor/Vendor Initiates the Receipts and Acceptance Process



- Vendor (contractor or supplier) delivers goods or services according to contract terms
- Then the vendor submits an **Invoice and Receiving Report** in iRAPT



Next, the Goods or Services Are Inspected and Accepted

- Government entity that requested goods or services, inspects and accepts in iRAPT
- May involve more than one person and multiple locations
- Acceptance by *digitally* signing a *Receiving Report* confirming inspection and acceptance





Finally, DFAS Performs Two Functions in iRAPT:

- Compares invoice, receiving report, and contract
- Schedules accurate/valid invoices for payment and entitlement
 - Rejects improper invoices back to Initiator
 - Recalls Receiving Report back to the Acceptor when





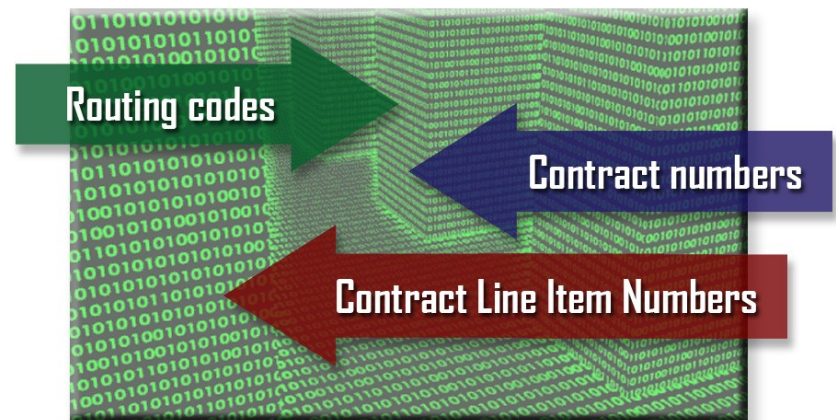
iRAPT Can Be Used to Create and Process a Number of Documents Electronically...

- Receiving Report
- Invoice
- **Invoice as 2-in-1 (services only)**
- **Invoice and Receiving Report (Combo)**
- Commercial item financing
- Performance based payment
- Progress payment
- **Cost voucher**
- **Grant voucher**
- Miscellaneous payment invoice



...and Can Also Be Used to Access Contracts and Modifications via EDA

- Electronic Document Access (EDA) system contains contract information:
 - Contract numbers
 - Routing codes
 - Contract Line Item Numbers (CLINs)
- Information stored in this system can interface with iRAPT




Documents are Routed Through iRAPT According to Department of Defense Activity Address Codes (DoDAAC), Entered by Vendor

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER		PAGE 1 OF			
2. CONTRACT NO. HDTRA1-07-C-0011		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER		6. SOLICITATION ISSUE DATE	
7. INFORMATION CALL:		8. NAME		9. TELEPHONE NUMBER (No collect calls)		10. OFFER DUE DATE/LOCAL TIME			
11. ISSUED BY		12. CODE		13. HDTRA1		14. TO THE ACQUISITION IS		15. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED	
						<input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (9)(A) NAICS: SIZE STANDARD:		<input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 15a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 15b. RATING 16. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> LFB <input type="checkbox"/> RFP	
17. FLEET AND INDUSTRIAL SUPPLY CENTER 937 N HARBOR DRIVE San Diego, CA 92132-0008		18. CODE		19. HDTRA1		20. ADMINISTERED BY		21. SEE BLOCK 9	
22. 15. DELIVER TO NADEP North Island San Diego, CA 92135-7050		23. CODE		24. 1M3W0		25. FAC		26. CITY	
27. 17a. CONTRACT/ORDER OFFEROR		28. CODE		29. HQ338		30. PAYMENT WILL BE MADE BY		31. DFAS SAN DIEGO CA 9123-1848	
32. CACI CHANTILLI VA 22204-1234		33. TELEPHONE NO.							

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#)

Contract Number		Delivery Order		CAGE Code/Ext.		Pay DoDAAC	
HDTRA1-07-C-0011				1M3W0		HQ0338	

Issue Date		Issue By DoDAAC		Admin DoDAAC *	
<input type="text" value="YYYY/MM/DD"/> 		<input type="text" value="HDTRA1"/>		<input type="text" value="HDTRA1"/>	

Ship To Code * / Extension		Ship From Code / Extension		LPO DoDAAC * / Extension	
<input type="text" value="HDTRA1"/> <input type="text"/>		<input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/>	



The Invoice 2-in-1 Merges a Commercial Invoice with a Receiving Report

- Used for Firm-Fixed-Price (FFP) service contracts with ***no supply deliverables***
- Used when a services contract requires invoice acceptance prior to submission for payment
- Creates a single document from one data entry session



Invoice 2-in-1 is Routed from Vendor to Acceptor Before It Ends at Payment Office



Invoice and Receiving Report Travel as One Document



The Combo - Invoice and Receiving Report from One Data Entry Session

- Used for FFP supplies contracts or contracts with services and supplies
- Creates two documents - Invoice and Receiving Report from one data entry session
- Eliminates need to re-key data



Combo Documents are Routed Separately Through iRAPT



Combo Workflow



Combo Invoice Statuses in iRAPT

**Action Needed:
Receiving Report
is in "Submitted"
status**

**Invoice is in
"Extracted" status,
which means
it is at DFAS**

T 5.6.0 (formerly WAWF)

Government Documentation Lookup Exit

Instance Folder for 'HDTRA1' (39 items, sorted by Contract Number Ascending)

Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice Number	Submitted	Received	Status
Invoice 2in1	77930	161162912			HDTRA107D0008	0002	SERB028	2014-11-03	2014-10-31		Submitted		H	SERB028	2014-11-03	2014-11-03	Submitted
Combo D/D	8W884	933093676			HDTRA110F0031		HDT613	2014-11-04	2014-11-01		Submitted		H	7794613	2014-11-04	D2014-11-04	Extracted

**To take action,
click on the link
under the "Shipment
Number" column**



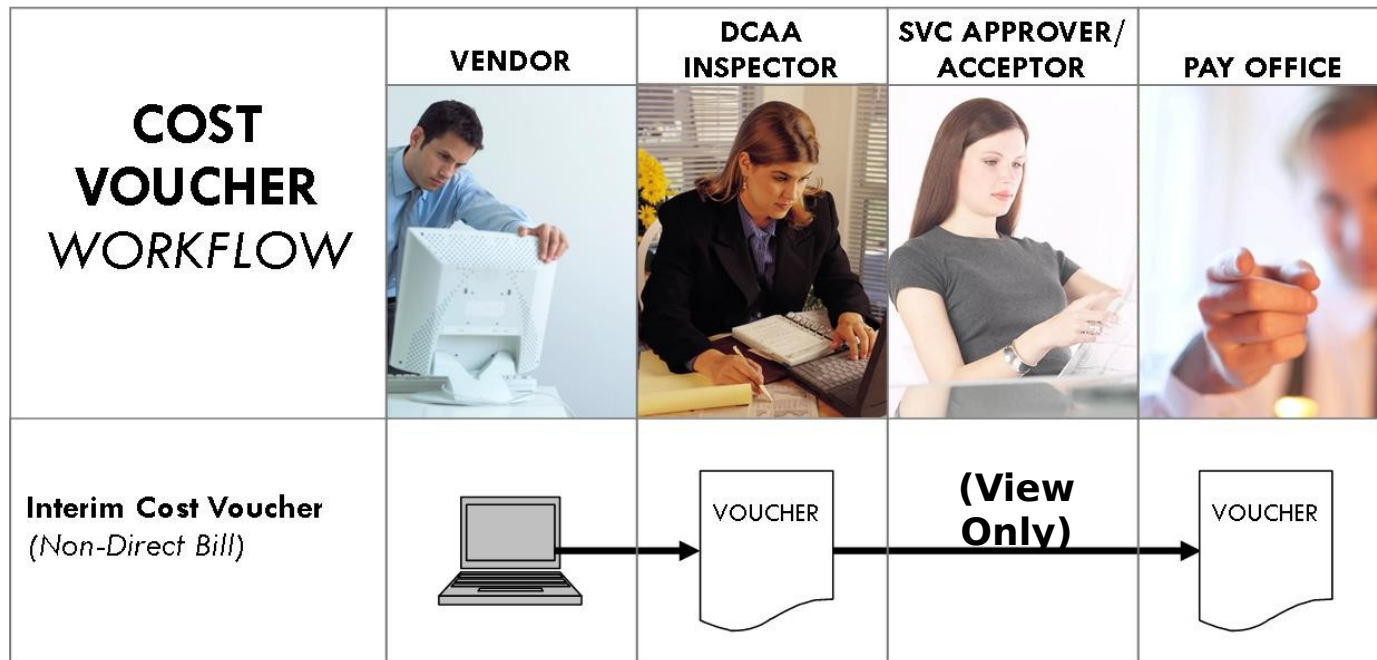
Cost Voucher is Used to Invoice for Fees and Costs Incurred During Contract Performance

- Vendors submit interim vouchers and final vouchers
 - Two kinds of interim vouchers
 - Non-direct bill (high risk)
 - First Cost Voucher
 - Voucher over \$5 Million
 - Any previously rejected voucher by DCAA or DFAS
 - Direct bill

COST VOUCHER (DIRECT BILL)			
COST VOUCHER (INTERIM)			
COST VOUCHER (FINAL)			
Contract Number	F4160905C0001		Delivery Order
			Issue
Voucher Number	BVN0250Z	Voucher Date	2004/10/15
		Final Voucher	Y
Vendor Invoice Number	CTC2509	Service Start Date	2003/10/01
		Service End Date	2004/10/15
B/L Number	Task Order		
Summary of Detail Level Information			
1	CLIN/SLIN(s)		Tc
1	Miscellaneous Amount(s)		



Non-Direct Bill is an Interim Voucher Submitted to DCAA Auditor



Non-Direct Bill Workflow



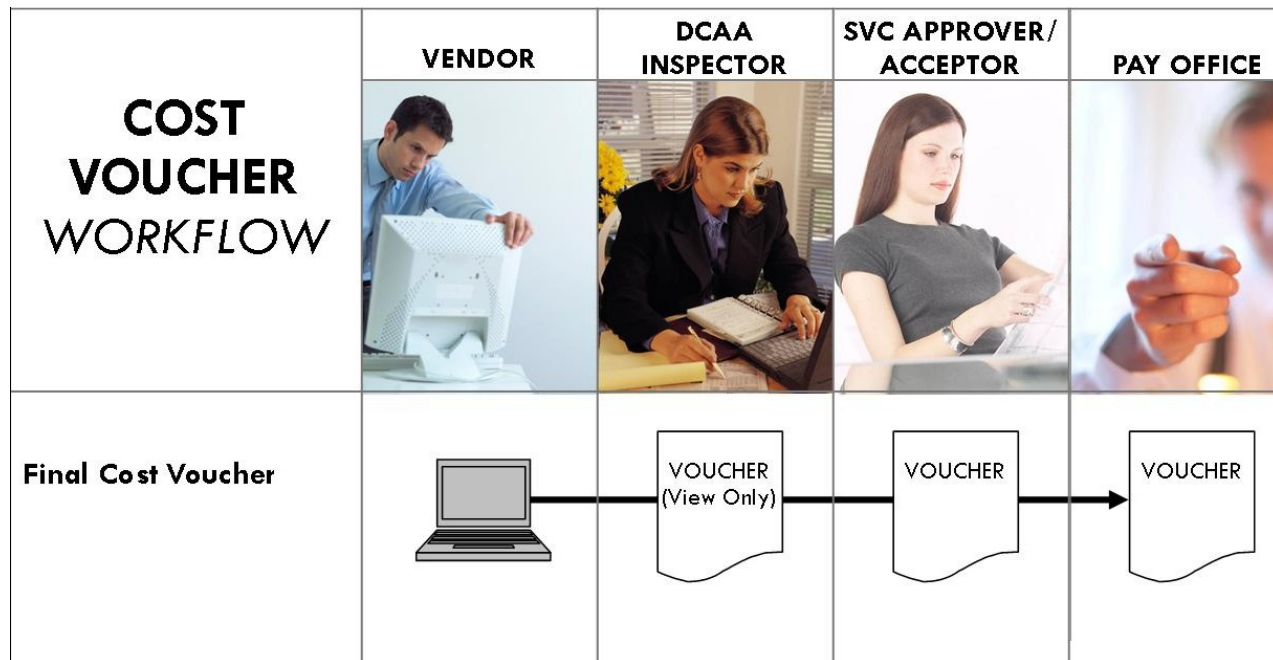
Direct-Bill is Routed Directly to Pay Office



Interim Cost Voucher - Direct Bill Workflow



Final Cost Voucher Must Be Approved by Service Approver



Final Cost Voucher Workflow



Save Draft Function

- iRAPT has a “Save Draft Document” function that lets users save their work for completion at a later date
- Draft documents will be “purged” (if never submitted) or returned to their “original” status after 7 days

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User Vendor Property Transfer Documentation Lookup Exit

Vendor - Invoice 2-in-1

Routing >> Data Capture

Header Addresses Discounts Comments Line Item Attachments Misc. Amounts Preview Document

INFO: Saved as of: 2014/11/04 12:44:08 Document will be removed from a saved status after 7 day(s) and any data will be lost.
 WARNING: The Invoice Date has been pre-populated from the WAWF system server.
 WARNING: Shipment Date is a mandatory field.
 WARNING: There must be at least one CLIN/SLIN type Line Item for this document.

single * = Required Fields on Submit; double ** = Required Fields on Submit, saving draft document, and tabbing.

Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	CAGE Code/Ext.	Pay DoDAAC
HDTRA107F0011			2014/11/04	90536	HQ0338
Contract Number Type	Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice		
DoD Contract (FAR)	SERA123	2014/11/04	N		
Shipment Number **	Shipment Date *	Final Shipment			
SERA123	YYYY/MM/DD	N			
Currency Code	Document Total (\$)				
USD	0				



iRAPT Allows Users to Send Multiple Email Notifications

- Users have ability to send notifications to additional email addresses following an action
- Email addresses are saved for future use after submitted
- This function will enable Vendors to notify iRAPT Acceptors to take action on documents once they have been submitted



Send Additional Email Notifications

Vendor Step 1: Once you submit your documents and receive the following success screen, click on the “Send Additional Email Notifications” link highlighted below:

iRAPT 5.6.0 (formerly WAWF)

<u>U</u> ser	<u>V</u> endor	Property <u>T</u> ransfer	<u>D</u> ocumentation	<u>L</u> ookup	<u>E</u> xit
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Success

The Invoice 2-in-1 (Services Only) was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
HDTRA107F0011		SERA123	SERA123

Email sent to Vendor: we6dad@cols.disa.mil
Email sent to Acceptor: tester@tester.mil

[Send Additional Email Notifications](#)

Tue Nov 04 12:57:05 EST 2014



Send Additional Email Notifications

Vendor Step 2: Enter the email address of your PM/COR and click the “Add Email” button. When you are finished adding the addresses click “Submit.”

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User Vendor Property Transfer Documentation Lookup Exit

Additional Email Distribution

Email Address

Add Email

Address Book

- antonella.tessari@amedd.army.mil
- ari.gold@gold.com
- christine.wenzl@us.army.mil
- dallas@cratersandfreighters.com
- jackskellington@nightmare.com
- joe.brown44.civ@mail.mil
- johnny.rocket@yahoo.org
- joy@acmemoversandstorage.com
- k.churchmulvaney@us.army.mil
- kianawoods@dfas.mil
- mar@eur.eu
- mike1@dfas.mil
- mike@dfas.mil
- mike@email.com
- rdyeager@gmail.com
- sfjslkjkslj@fjlskjks.com
- shirley.gillard@usmc.mil
- someone@somplace.com
- warren@acmemoversandstorage.com

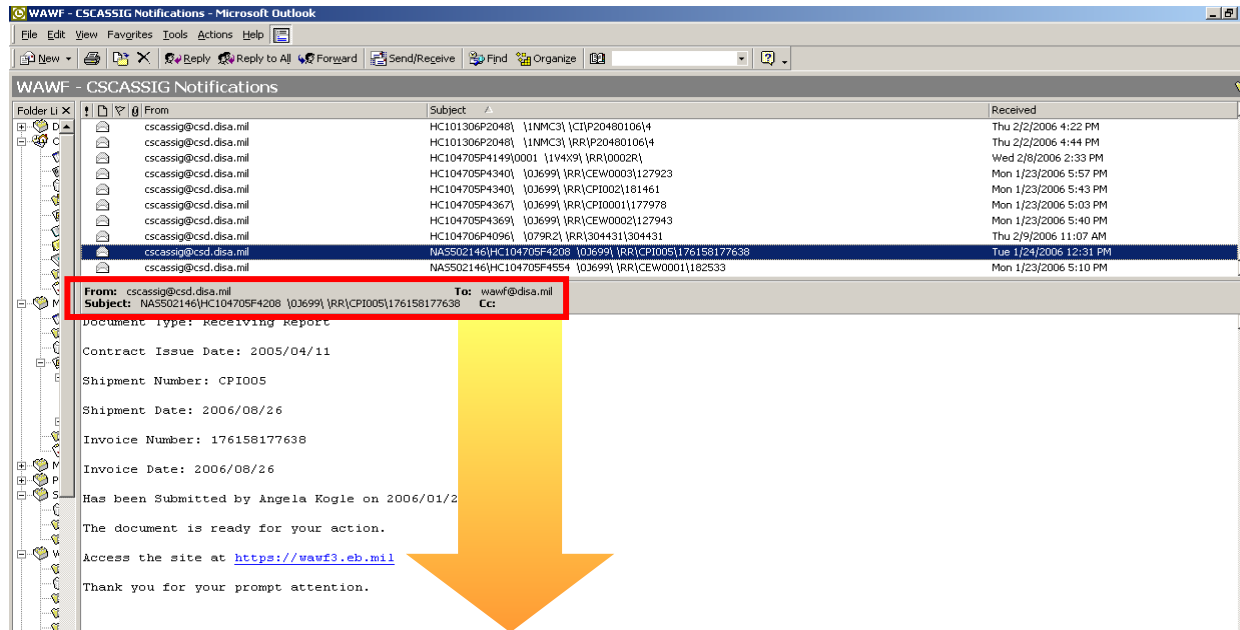
Remove Email Clear Address Book

Send To *

> >> < <<



iRAPT System Generated Email



FROM: dsa.ogden.esd.mbx.wawfnoreply@mail.mil

**Invoice
Number**

HDTRA106D1234 \
 0001 \
 0J699 \
 RR \
 SER0001 \
 122006

Contract Number **Delivery Order** **Vendor CAGE** **Document Type** **Shipment Number**



iRAPT Provides Four Primary Ways to Navigate the System

- Top menu bar, navigation links, tabs, and buttons

iRAPT 5.6.0 (formerly WAWF)

User Vendor Property Transfer Documentation Lookup Logout

Vendor - Corrected Receiving Report

Contract >> Routing >> Data Capture

Header Addresses Mark For Comments Line Item Attachments **Preview Document**

Expand All Collapse All

Action Links

Contract Number		Delivery Order	Contract Number Type	Issue Date	Inspection Point	Acceptance Point
BUILD23V421MM			DoD Contract (FAR)		S	S
Shipment Number	Shipment Date	Final Shipment	Estimated Delivery Date		Supplies	Service
SHP7113	2010/04/15	N			<input checked="" type="radio"/>	<input type="radio"/>
TCN	Gross Weight	First Line Haul Mode	Serial Shipping Container Code		FOB	CoC ARP
					S	<input type="radio"/> <input type="radio"/>
Transportation Leg		Standard Carrier Alpha Code	Bill of Lading Number		Bill of Lading Type	
1						
Secondary Transportation Tracking Number			Tracking Type		Tracking Description	

Summary of Detail Level Information

1 CLIN/SLIN(s)	Total (\$)
	25.00

[*]Line Item Information
[*]Address Information
[*]Misc Information
[*]Workflow Information

Navigation Buttons

Submit Save Draft Document Help



DO NOT Use the “Back” and “Forward” Buttons Provided by Your Browser

- ***Always*** use the menu or hyperlinks to navigate
- Browser buttons do not work properly in iRAPT





iRAPT's Security Time-out Function Limits the Session to 30 Minutes of Inactivity

- Data not submitted or saved will be lost
- Click OK on the 5-minute reminder pop-up window to reset the clock

iRAPT 5.6.0 (formerly WAWF)

User Vendor Property Transfer Documentation Lookup Exit

Vendor Documents from Active Folder for '90536' (10 items, sorted by Contract Number Ascending)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number ▲	Delivery Order	Shipment Number
1	Com	Message from webpage					0001	PBJ0001
2	Com						0001	PBJ0002
3	Com						0003	PBJ0003
4	Com						0006	PBJ0004
5	Invoi							SERA123
6	Com							FCD1234
7	Com							10302014A
8	Com							140
9	Invoice 2in1	90536	078669280			W911QY13C0095		SER0001
10	Invoice 2in1	90536	078669280			W911QY13C0095		SER0002

The Wide Area Workflow e-Business Suite application will timeout in five minutes. Please access the Wide Area Workflow e-Business Suite browser and refresh the session.

OK



Required Fields are Marked with an Asterisk (*)

- You must complete required fields (*), but other fields can be left blank
- If you try to submit a document but have not completed a required field, iRAPT displays an ERROR message

iRAPT 5.6.0 (formerly WAWF)

User Vendor Property Transfer Documentation Lookup Exit

Vendor - Create Document

Contract Info

ERROR: Vendor CAGE is a mandatory field.

CAGE Code / DUNS / DUNS+4 / Ext.	Contractual? *	Contract Number Type	Contract Number *	Delivery Order	From Template? *
<input type="text"/>	<input type="text" value="Y"/>	<input type="text" value="DoD Contract (FAR)"/>	<input type="text" value="HDTRA110C0001"/>	<input type="text"/>	<input type="text" value="N"/>

* = Required Fields

Pre-Populate Contract Number/Delivery Order

Contract Number begins with	Delivery Order begins with	Issue/Submitted Date	Issue/Submitted Date End	Populate From
<input type="text"/>	<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	EDA WAWF

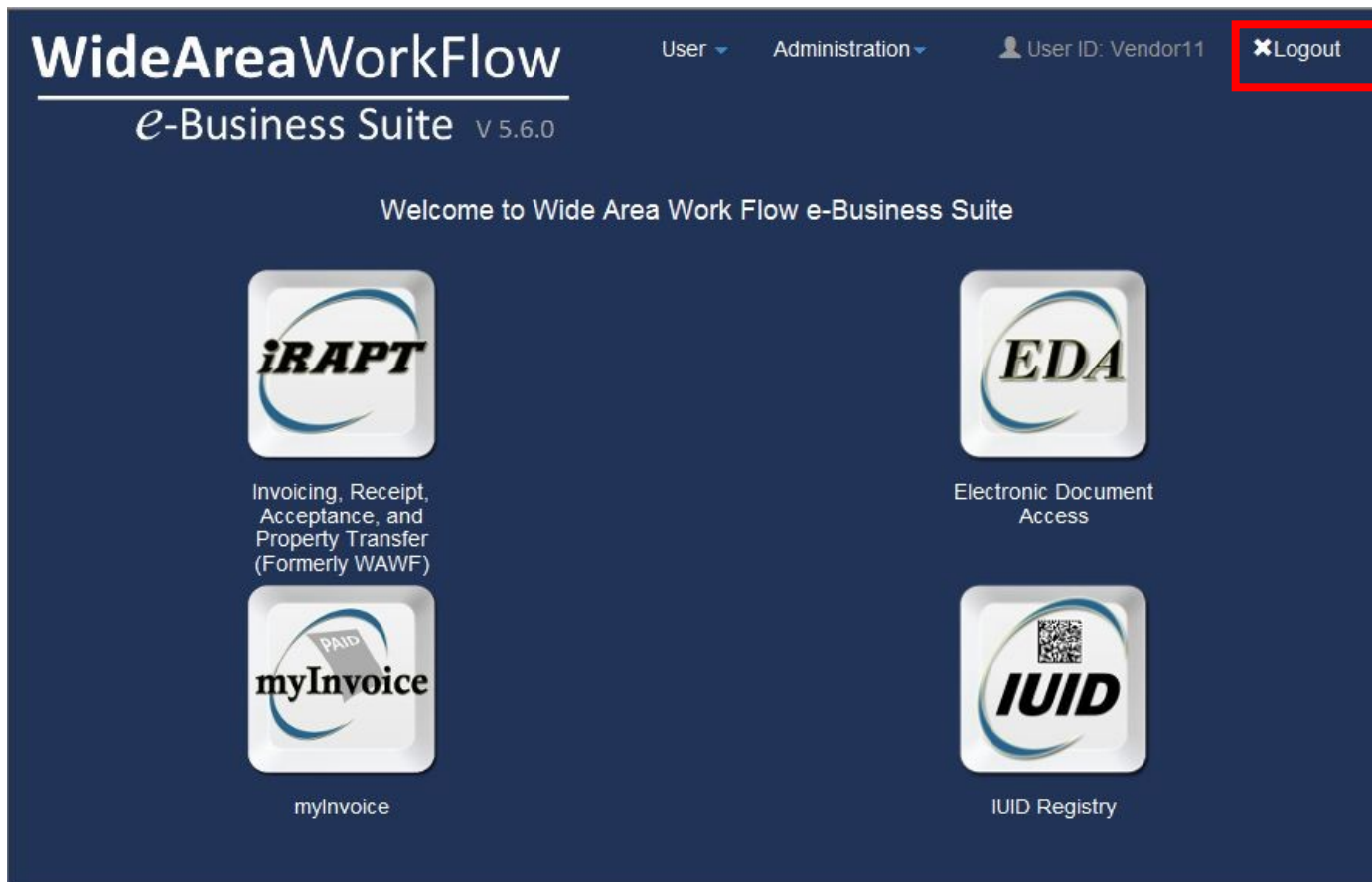
[+] Advanced Search Criteria for WAWF

NOTE: You must either enter a Contract Number or select one from the search results.



For Security Reasons, You Must Log Out from WAWF to Prevent Unauthorized Access

- Click “Logout,” then close your browser





Today's Agenda

iRAPT Overview

iRAPT Demo and Hands-on Exercises

User Logon

Overview

Document Creation (Vendors only)

Acceptance Folder (Government only)

Viewing Document History

Document Recall, Rejection, and Resubmission

Searching in iRAPT

Question and Answer





Today's Agenda

iRAPT Overview

iRAPT Demo and Hands-on Exercises

Question and Answer





Additional Resources

- MyInvoice
- DFAS Vendor Pay Help Desk numbers
 - Columbus Center: 800-756-4571, option 1
 - Indianapolis Center: 317-212-1816
- Ogden Help Desk
 - 866-618-5988
 - disa.ogden.esd.mbx.cscassig@mail.mil





Additional Resources

- iRAPT production site
 - <https://wawf.eb.mil/>
- iRAPT practice site
 - [WAWF e-Business Suite Training Site](#)
- iRAPT course-based training site
 - <https://wawf.eb.mil/xhtml/auth/home/home.xhtml> then click on link "Help/Training" in the top right corner, then click "Web Based Training"
- iRAPT DTRA/SCC-WMD1 site
 - <https://dtra1/j4-8c/j8c/WAWF/Pages/WAWF%20Home.aspx>
- DTRA iRAPT vendor site
 - <http://www.dtra.mil/Contracts/BusinessOpportunities/irapt.aspx>



Points of Contact

- DTRA iRAPT assistance
 - dtra.belvoir.J4-8C.mbx.dtra-wawf-help@mail.mil
- Mimi Juarez
 - mimi.t.juarez.civ@mail.mil
- Michael Lee
 - 703-767-0466
 - michael.y.lee.civ@mail.mil



User ID and Password Are Case Sensitive

<https://wawftraining.eb.mil>

Government IDs

- User ID: DTRAgovt01
- Password: IRAPT224welcome#1
- **Vendor IDs**
- User ID: Vendor11
- Password: IRAPT224welcome#1





DTRA iRAPT Cheat Sheet

- User ID: _____
- Location code: _____
- Contract number(s): _____
- Notes: